HRAPAY

AGENCY PAYROLL

Chapter 5 – Leave Payout

AASIS Support Center, Diane Hill
   09/16/04 Revised to V3

5-1

Payouts occur when an employee: (1) exits state government; (2) transfers between state agencies where a leave is not maintained; (3) payouts for straight comp (1.0) or time and one half comp (1.5) or (4) payouts due to legislation or approvals from the Office of Personnel Management.

Employees transferring between participating and non-participating agencies will be processed as a termination and no leave quota payout is processed except for compensatory time. Leave quotas will be transferred to non-participating agencies on a Proof of Prior Service form.

Demonstration

Leave Payout
(PA61)

All leave balances must be available for payout through time evaluation prior to performing this process.

When an employee terminates, the Time Specialist (if they are identified as the Time Administrator on the Organizational infotype) will receive an email in their SAP inbox notifying them of a termination. The Specialist will need to manually transfer any eligible leave if the termination date is between the 15th and last day of the month. The Specialist should then notify the Central Time Management personnel to perform the leave payout.
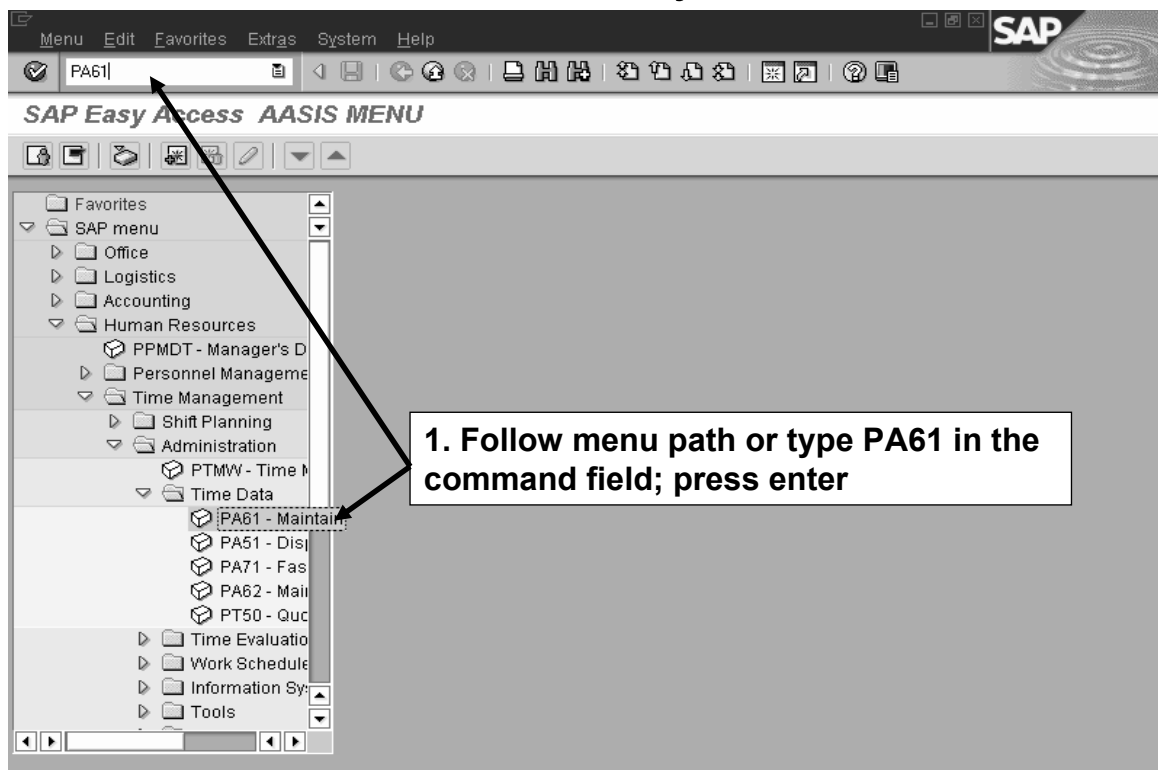
EXERCISE SCENARIO

An employee terminates employment from state government and must be paid for eligible accrued leave
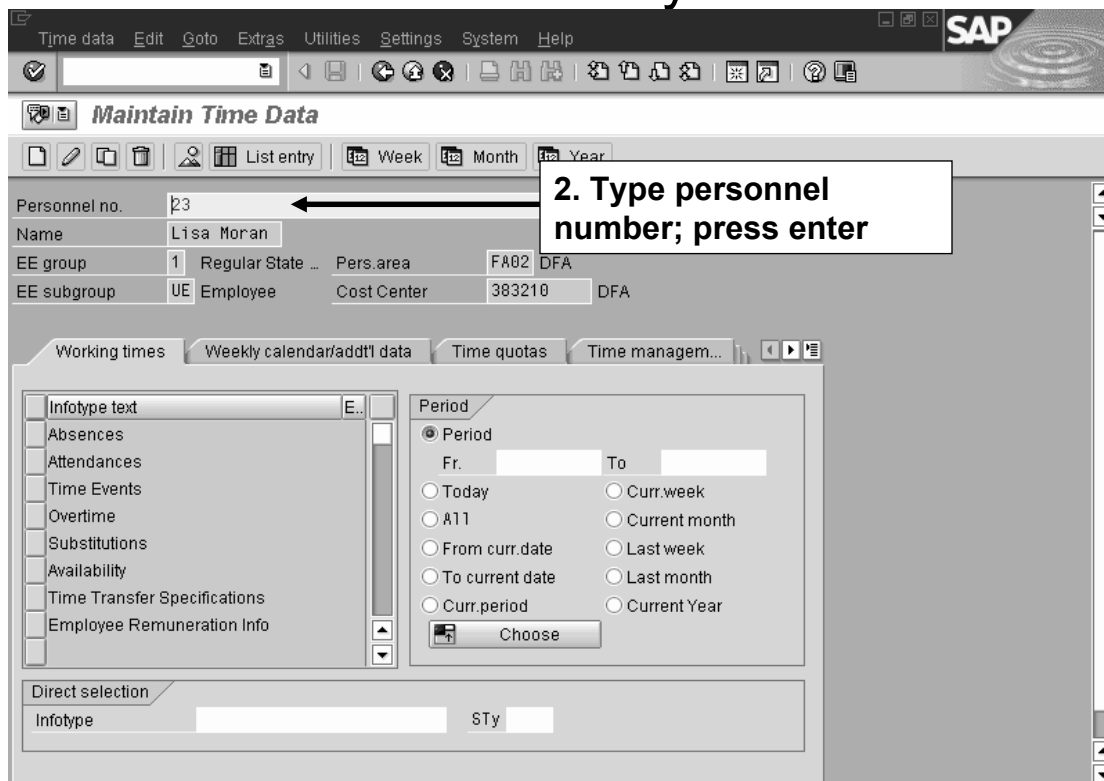
Leave Payout

□ ⊡ ⊠ **SAP**

Menu Edit Favorites Extras System Help

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SAP Easy Access AASIS MENU

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      - ▷ 📁 Shift Planning
      - ▽ 📂 Administration
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> **1. Follow menu path or type PA61 in the command field; press enter**

AASIS Support Center, Diane Hill   5-4
   09/16/04 Revised to V3

The menu path is Human Resources > Time Management > Administration > Time Data > Maintain.

Leave Payout

AASIS Support Center, Diane Hill　　　　　　　　　　　　　　　　　　　　　　　　　　　5-5
　09/16/04 Revised to V3

Always verify the employee's name before you
process any master data changes.
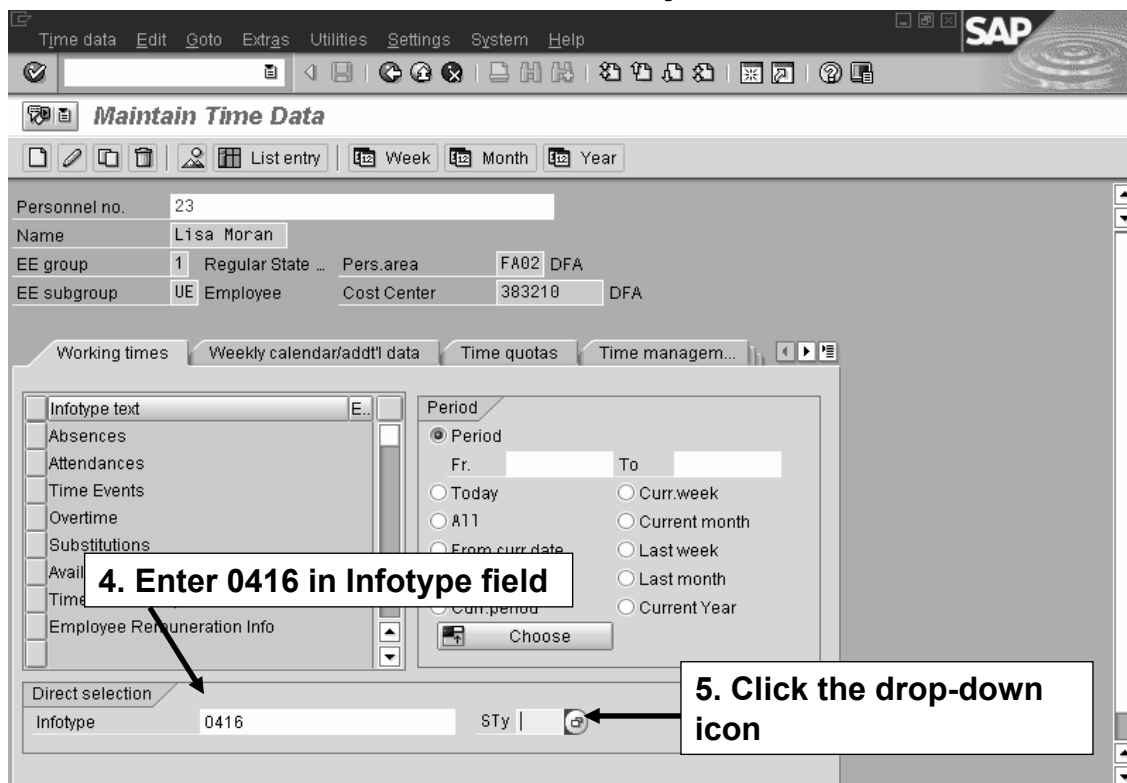
Leave Payout

The effective dates must be entered during a period when the employee was active. The From and To date **must** be the same. If a Manual Transfer of Accrued Leave is processed, the date used on this infotype cannot occur prior to the date of the transfer.

Leave Payout

Infotype 0416 is Time Quota Compensation.

Leave Payout

According to State policy, you should use the following guidelines when processing a leave payout: (1) When an employee ceases to be an active employee of the State, the lump sum must not exceed thirty (30) days of annual leave inclusive of holidays.

(2) Upon death of an active employee of a state agency or institution, the amount of any accrued, unpaid sick leave incentive benefit and any unused annual and holiday leave due the employee shall be paid to the employee's estate or authorized beneficiary. This lump sum must not exceed $7,500 for any sick leave incentive benefit and must not exceed sixty (60) days of annual and holiday leave.

Leave Payout
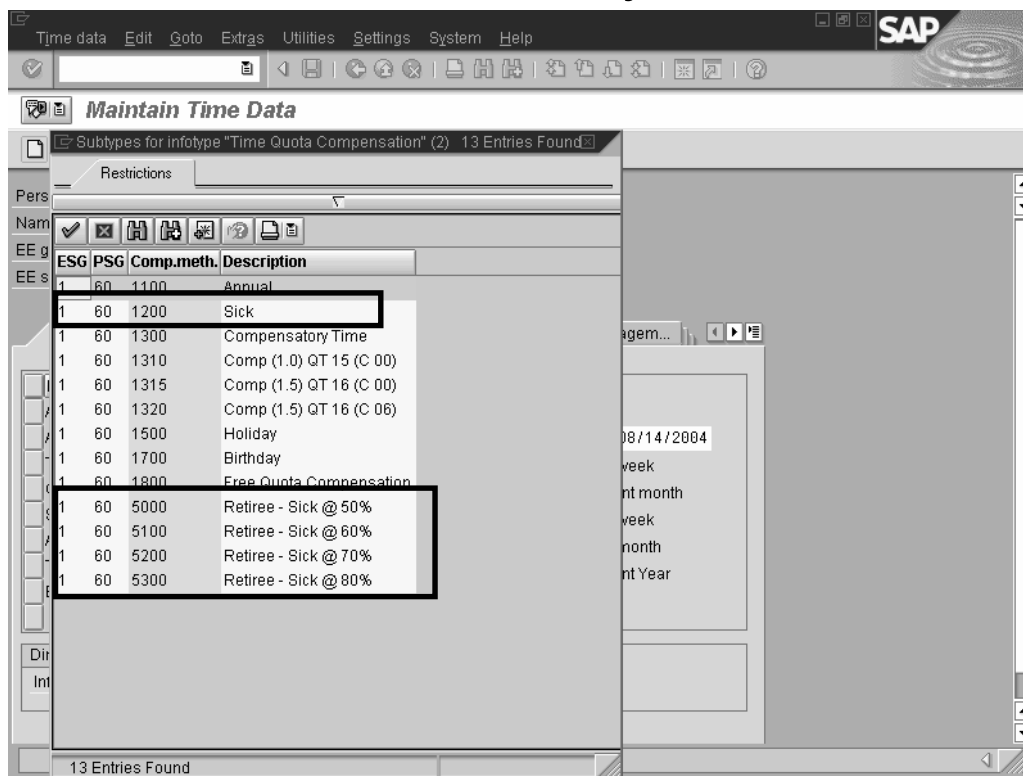
(continued)

(3) Upon retirement or death, any employee, or beneficiary of any employee, of any agency of the State of Arkansas shall receive compensation for accumulated sick leave based upon State policy. **Any questions concerning these guidelines should be directed to OPM Payroll Systems**.

Leave Payout
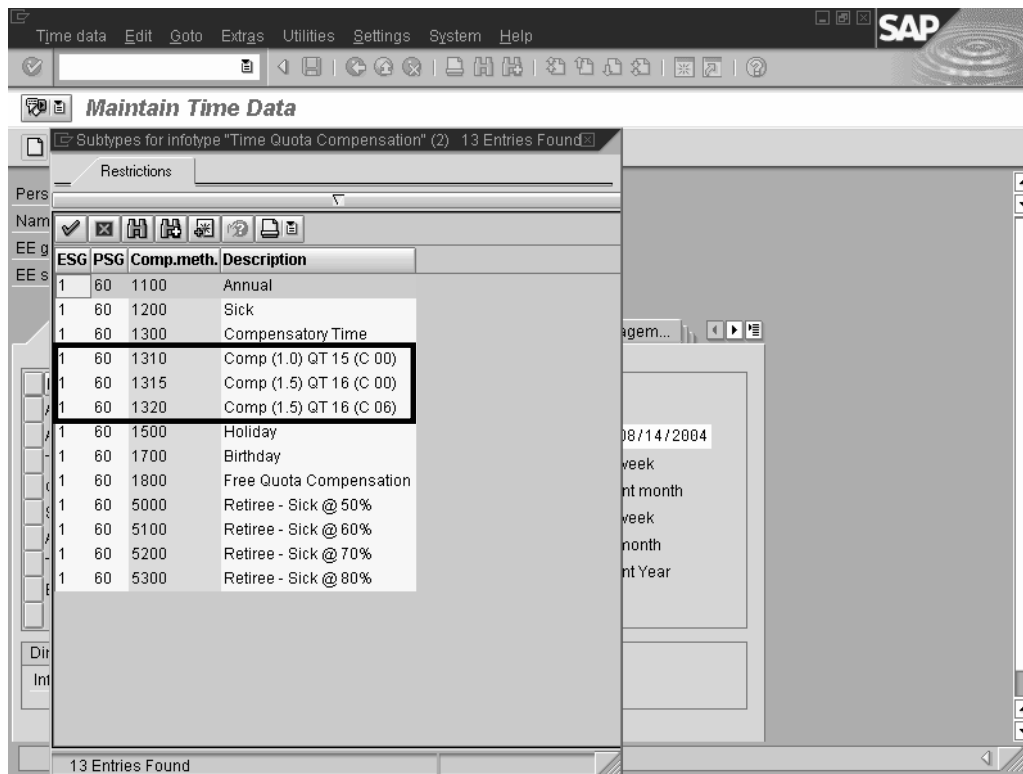
Comp Method 1310 Comp (1.0) Quota 15 is to pay straight compensatory time from commitment item 00.

Comp Method 1315 Comp (1.5) Quota 16 is to pay overtime compensatory time from commitment item 00.

Comp Method 1320 Comp (1.5) Quota 16 is to pay overtime compensatory time from commitment item 06.

Leave Payout

Time data   Edit   Goto   Extras   Utilities   Settings   System   Help

Maintain Time Data

Subtypes for infotype "Time Quota Compensation" (2)   13 Entries Found

Restrictions

ESG	PSG	Comp.meth.	Description
1	60	1100	Annual
1	60	1200	Sick
1	60	1300	Compensatory Time
1	60	1310	Comp (1.0) QT 15 (C 00)
1	60	1315	Comp (1.5) QT 16 (C 00)
1	60	1320	Comp (1.5) QT 16 (C 06)
1	60	1500	Holiday
1	60	1700	Birthday
1	60	1800	Free Quota Compensation
1	60	5000	Retiree - Sick @ 50%
1	60	5100	Retiree - Sick @ 60%
1	60	5200	Retiree - Sick @ 70%
1	60	5300	Retiree - Sick @ 80%

6. Double-click appropriate sub-type

08/14/2004
week
nt month
week
month
nt Year

13 Entries Found

AASIS Support Center, Diane Hill   5-11
    09/16/04 Revised to V3

Leave Payout

Leave Payout

You must enter the number of hours to payout in the 'No. to compensate' field. The hours will be listed for verification. You must follow OPM guidelines for compensation. **Note: For sick leave payouts for retirees, the system will pay total number of hours entered times the percentage of the hourly wage. The system will automatically adjust payment amount to not exceed a maximum payment of $7500. <u>The Agency must do a manual calculation based on OPM rules to determine the number of hours to be paid</u>**.

Remember if all leave balances were not made available for payout through time evaluation prior to this process, they will not be in the employee's quota balance.

Leave Payout

Infotype   Edit   Goto   Extras   System   Help

Create Time Quota Compensation

9. Click to validate

10. Click to save

Compensate

			tus	Active

EE group	Regular State Em...	Personnel a...	DFA
WS rule	OPEN08	Open Sch... SSN	126-60-6950
Start	08/14/2004		

Comp. method	1100 Annual

Compensation specifications

Time quota type	00	
Compensation rule	001	Annual Leave
No. to compensate	74.00000	
	☐ Do not account	

Absence quotas
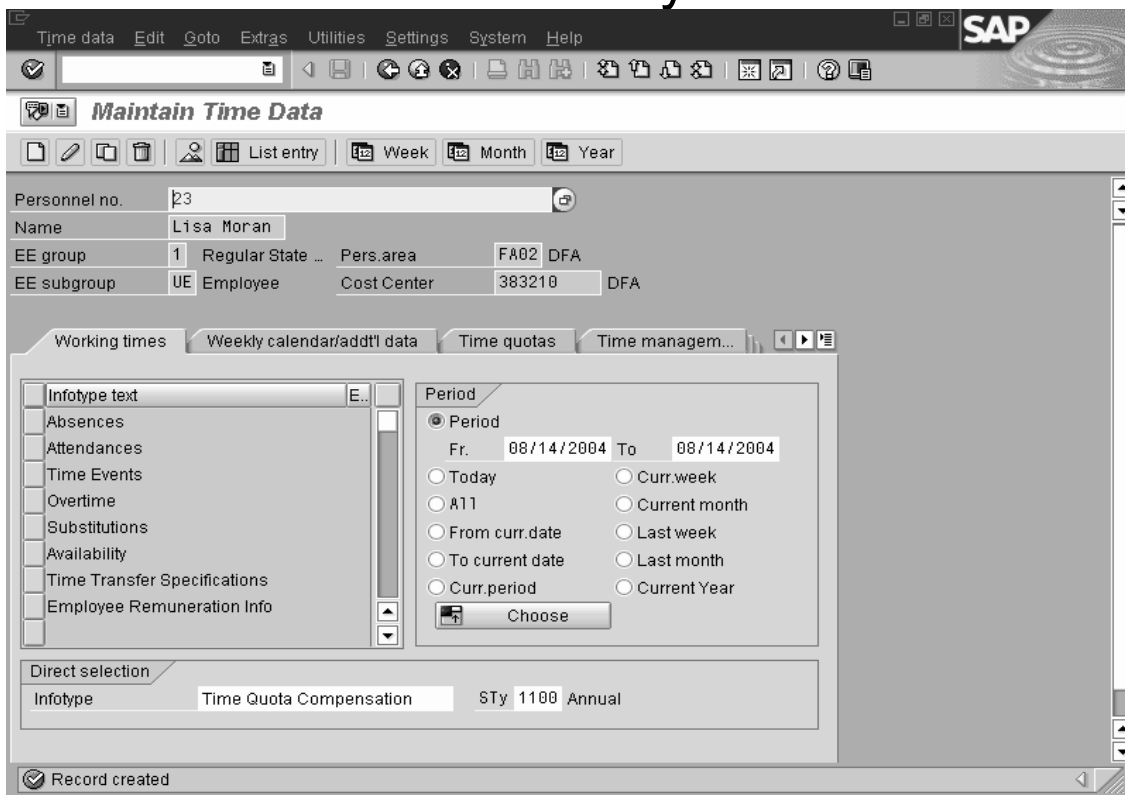
	ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...		Deduction
	01	Annual Leave	120.00000	Hours	0.00000	74.00000		0.00		☐	07/16/2003
	02	Sick Leave	120.00000	Hours	0.00000	87.00000		0.00		☐	07/16/2003

✅ Save your entries

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     09/16/04 Revised to V3

Leave Payout


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┌─ An AASIS Training Guide ────────────────────────────────── □ ⊡ ⊠  SAP ─┐
│  Time data  Edit  Goto  Extras  Utilities  Settings  System  Help        │
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│  🗗🗐  Maintain Time Data                                                  │
│  🗋 🖉 🗀 🗑 | 🗃 ⊞ List entry | 🗓 Week | 🗓 Month | 🗓 Year                 │
│                                                                          │
│  Personnel no.    23                              ⊙                       │
│  Name             Lisa Moran                                             │
│  EE group         1   Regular State ...  Pers.area      FA02 DFA         │
│  EE subgroup      UE  Employee     Cost Center   383210      DFA         │
│                                                                          │
│    Working times  Weekly calendar/addt'l data   Time quotas   Time managem... ◁▷▤│
│                                                                          │
│   Infotype text                    E..│  Period                          │
│   Absences                            │  ⊙ Period                         │
│   Attendances                         │    Fr.  08/14/2004 To  08/14/2004 │
│   Time Events                         │  ○ Today         ○ Curr.week      │
│   Overtime                            │  ○ All           ○ Current month  │
│   Substitutions                       │  ○ From curr.date ○ Last week     │
│   Availability                        │  ○ To current date ○ Last month   │
│   Time Transfer Specifications        │  ○ Curr.period   ○ Current Year   │
│   Employee Remuneration Info       ▲  │  🖪   Choose                      │
│                                    ▼  │                                  │
│   Direct selection                                                       │
│   Infotype      Time Quota Compensation   STy 1100 Annual                │
│                                                                          │
│  ⊘ Record created                                                    ◁   │
└──────────────────────────────────────────────────────────────────────────┘
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Note: Steps 1- 10 must be processed for each type of leave to be paid out.

Once all eligible leave payouts are completed, the Central Time Management role must run Time Evaluation.

Leave Payout

DEMONSTRATION PURPOSES ONLY

* /840 Diff.curr. 01					256.00	
* /845 Total paid 01					8.00	
1 /001 Valuation 01				12.9707		
1 /002 Valuation 01				12.9707		
1 1000 Hourly rat 01				12.9707		
1 1200 Regular wo 01				12.9707	72.00	933.89
1 1265 Birth Day 01	01	001		12.9707	8.00	103.77
1276 Annual Lea 01				12.9707	74.00	959.83
1278 Holiday Le 01				12.9707	16.00	207.53
1293 Comp Time 01				12.9707	9.00	116.74
1 9404 TX ER Soci 0101						137.52
1 9404 TX ER Soci 0101	01	001				6.43
1 9406 ARK ER Med 0101						32.16
1 9406 ARK ER Med 0101	01	001				1.50

AASIS Support Center, Diane Hill   5-16
    09/16/04 Revised to V3

After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.